

CORRECTIONAL CASE RECORDS SUPERVISOR

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: June 19-21, 2000

Collective Bargaining Identification: S01

Job Analysis Conducted By: Kathy Khan, Associate Personnel Analyst

Number of Incumbents: Per Department of Corrections Filled/Vacant Position Report dated June 29, 2001 there are 76 incumbents in this classification.
Note—at the time this job analysis was conducted the Filled/Vacant Position Report was not available.

Subject Matter Expert(s):

Sonya Cornejo Case Records Manager, Case Records North

Shawn Paris Case Records Manager, San Quentin State Prison

Dawn Chastain Case Records Manager, CSP—Sacramento

INFORMATION GATHERING
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The tasks and knowledges, skills, and abilities statements for this job analysis were developed by:

- State Personnel Board Class Specification
- Consulting with the Subject Matter Experts